



**NORTHERN ROCKIES COORDINATING GROUP (NRCG)
INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
AMENDMENT**

CHAPTER 40 – INCIDENT BUSINESS MANAGEMENT COORDINATION

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Approved:

/s/ Cory Winnie

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Chair

Posting Instructions: Post by document, remove entire document, and replace with this supplement. Retain this transmittal as first page of document. The last supplement to the Northern Rockies Supplements was NR-2010-5.

New Document	NR-2011-4 (NWCG HB2_40)	4 Pages
Superseded Document(s) by Issuance Number and Effective Date	NR-2010-5 (NWCG HB2_40) (3/23/2010)	4 Pages

Digest:

43 - BUYING TEAM COORDINATION

Authorized individuals with delegated procurement authority shall make all purchases. Buying Teams shall follow standard operating procedures set forth in the Incident Business Management Handbook, the Mobilization Guide, Agency Acquisition Handbooks and Guides (e.g., agency purchase card procedures) and the National Interagency Buying Team Guide. National Buying Team shall comply with the filing protocols set forth in the National Interagency Buying Team Guide.

The Buying Team guide can be found at: www.nwcg.gov/pms/pubs/buying_guide.pdf

The Northern Rockies Coordinating Group (NRCG) information, including the Northern Rockies IIBMH supplements can be found at: <http://www.fs.fed.us/r1/fire/nrcg/>

1. Buying Team Coordinator

- a. Certifies team leader and members are qualified and meet training standards.
- b. Ensures effective communication flow between the national level and the local level.

2. Buying Team Configuration.

- a. Northern Rockies National Buying Teams will comply with the national buying team guide configuration. The Northern Rockies has one National Buying Team.
- b. Short Buying Teams are, at a minimum, three-member teams. The composition of these teams shall be a leader and two members. At least one member shall have a minimum of \$25,000 authority and other members will have a minimum of \$3,000. Agencies may choose to establish short teams and a coverage schedule pre-season.
 - i. Requests for additional short team members are made through dispatch and sent to the Northern Rockies Buying Team Coordinator through the Northern Rockies Coordination Center.
- c. A list of the alternate buying team members will be maintained by the buying team coordinator.

3. Mobilization.

- a. Buying Teams are ordered by the Incident Agency, as needed.
- b. National Buying Teams are prioritized for large incidents and are available for dispatch nationally.

- c. Short Buying Teams are for incidents within the Northern Rockies geographic area only.

4. Responsibilities.

The responsibilities and authorities for the Buying Team and its members are detailed in the National Interagency Buying Team Guide, PMS 315 dated August 2009. If contradictions occur, the Interagency Incident Business Management Handbook and the National Interagency Mobilization Guide take precedence.

- a. The Buying Team works for the Incident Agency Administrator or other designated personnel, and must abide by the Operating Guidelines provided them by the Incident Agency Administrator.
- b. The Agency Administrator or other designated personnel shall complete the Buying Team Performance Evaluation for all incidents within their jurisdiction. One copy of the completed performance evaluation will be given to the Buying Team Leader and one copy will be forwarded to the Buying Team Coordinator.
 - i. Buying Teams shall not be utilized as Payment Teams.
- c. The Buying Team Leader should be in communication with the Incident Business Advisor and Incident Management Teams (especially the Finance and Logistics Section).

47 - EXHIBITS

Exhibit 07

Northern Rockies Incident Finance Transition Checklist

The Northern Rockies Incident Finance Transition Checklist can be found at:

http://www.fs.fed.us/r1/fire/nrcg/Committees/business_committee.htm

Incident Finance Evaluation Form

The Northern Rockies Incident Finance Evaluation Form can be found at:

http://www.fs.fed.us/r1/fire/nrcg/Committees/business_committee.htm

Exhibit 08

Buying Team Evaluation Form

The National Buying Team Evaluation Form and directions on completion can be found at:

http://www.fs.fed.us/r1/fire/nrcg/Committees/business_committee.htm

Exhibit 09

Northern Rockies Payment Package Review Checklist

The Northern Rockies Payment Package Review Checklist can be found at:

http://www.fs.fed.us/r1/fire/nrcg/Committees/business_committee.htm